

Forrestal Garage Parking & Tips Suggestions From Our Customers

January 2006
No. XCVII

Parking Permit Fee and Purchase Options

Effective with the purchase of the January 2006 permits, the price for parking will be \$28.30 per month. This increase is needed to accommodate the increase in contract cost, which pays for the parking attendants and administrative costs. This contract operates at no cost to the Department. Permits that are purchased monthly will go on sale the last four working days of the month and the first three working days of the new month. The sale procedure for the monthly permits are unchanged. If your permit is lost or stolen, a fee of \$5.00 will be charged to replace it.

Also, as a convenience to permit holders, the Office of Administration will continue to offer the option to purchase permits quarterly. We will sell January 2006 monthly and quarterly permits starting December 15, 2005, to accommodate the end of the year holiday scheduling of many employees.

- ◇ Quarterly permits will be available for sale during the months of January, April, July and October. The cost to buy a quarterly permit is \$84.90 and can be paid by cash, check or charge.
- ◇ If you purchase your permit using a credit card, you will incur a surcharge of \$2.00 which makes the cost \$30.30 for a monthly permit and \$90.90 for a quarterly parking permit. If your quarterly permit is lost or stolen, a fee of \$15.00 will be charged to replace it.
- ◇ No refunds can be made after a monthly or quarterly permit is purchased.

If you have any questions please contact Charvonne and Gwen in the Parking Management Office on 6-4271. The Parking Management Office is located at room 1G-065.

Weekend and After Hours Parking Procedures

All DOE employees may park in the Forrestal parking facility after 5:00 pm on weekdays and all day on Saturday, Sundays and holidays. On weekdays, non-permitted vehicles must be removed by 6:30 am.

Overnight parking for all DOE employees while on official travel is available, but not necessarily guaranteed. Prior permission

must be granted by the Parking Management Office and the vehicle must be parked in the rearmost space in the lane and keys left with personnel in the employee's office. Employees' vehicle must be locked.

What to do When Your Car Breaks Down

If you have car trouble while driving down the highway, the National Safety Council suggests the following measures:

- ⊕ **Take Your Foot Off the Accelerator:** At the first sign of car trouble, gently and smoothly take your foot off the accelerator. Do not brake hard or suddenly. Carefully work your vehicle toward the breakdown lane or the right side of the road. If you are on an interstate, try to reach an exit. Signal your intentions to drivers behind you. If it is necessary to change lanes, watch your mirrors and the traffic around you closely.
- ⊕ **Make Your Car Visible:** Once off the road, make your car visible. Put flares, warning flags or reflector triangles behind your vehicle to alert other drivers; use your emergency flashers. If it is dark, turn on the interior dome light.
- ⊕ **Repair the Problem If You Are Able:** When you have a flat tire, be certain that you can change it safely without being close to traffic. If that is possible, change the tire as you normally would. Remember, safety must take precedence over your schedule or whatever other concerns you may have.
- ⊕ **Get Professional Help:** When the car is beyond repair, it is best to get professional help. Do not try to flag down other vehicles. Raise your hood (except during an ice or snow storm) and tie something white to the radio antenna or hang it out a window so police officers or tow truck operators will know help is needed. Don't stand behind or next to your vehicle, stand away from the vehicle and wait for help to arrive. If your car is safely out of traffic, wait inside the vehicle with the doors locked. If someone stops and offers to help, open the window slightly and ask them to call the police.

We're on the web...www.administration.doe.gov

FYI

When you enter the garage please remember to stop at the posted stop signs at the bottom of the ramp.